

(Approved)

**PLAN COMMISSION  
Minutes**

**November 2, 2015**

**Brillion Community Center**

**6:00 PM**

**CALL TO ORDER:** Mayor Gary Deiter called the meeting to order at 6:00 P.M.

**ROLL CALL:** Present were Mayor Gary Deiter, Lonnie Puskala, Al Ebert, Zane Zander, Gerald Sonnabend (arriving at 6:02 PM), Mike Buboltz, and Alderperson Crystal Fhlug (arriving at 6:04 PM). Also present were City Administrator/Clerk-Treasurer Lori Gosz, Community Development Director Cheryl Welch, and Building Inspector Mike Angoli.

**GUESTS:**

Redevelopment Authority Commission members Kim Buboltz, Alderperson Mel Edinger, and Beth Wenzel. Also present was Terry Mathiebe.

**APPROVAL OF THE AGENDA:**

**Motion** – Ebert moved to approve the agenda. Seconded by Zander. Motion carried unanimously.

**APPROVAL OF THE OCTOBER 5, 2015 PLAN COMMISSION MEETING MINUTES:**

**Motion** – Zander moved to approve the October 5, 2015 Plan Commission Meeting minutes with the correction that Al Ebert was present at the October meeting. Seconded by Buboltz. Motion carried unanimously.

**PROFESSIONAL PLATING INC. ADDITION:**

**A. TID #4 Project Plan Amendment:**

Gosz reported the City Council has approved the proposal from Professional Plating for TIF assistance for their expansion. She explained because the current TID #4 Project Plan adopted in 2007 indicates the City's project costs to be approximately \$3,500,000 and as of 12/31/14 the City incurred \$2,972,183 there would only be approximately \$600,000 left that the City could commit to the Professional Plating proposal without amending the TID Project Plan.

Gosz explained the City Council has approved to proceed with the amendment of the Project Plan. A Public Hearing will be held by the Plan Commission on Monday, November 23, 2015 at 5:30 PM.

**B. 711 Northway Drive – Move Building:**

Angoli reported he has been contacted by Professional Plating. They plan to move the structure across the street. Angoli checked with the State because the building was State approved when it was originally constructed. He reported as long as the building is moved intact and not dismantled it does not need State approval. No further action is required. Angoli will issue the permit.

**ARIENS TEMPORARY FREEZER:**

Angoli reported Ariens is looking for a temporary freezer unit for approximately one (1) year until their expansion is completed.

**BRILLION HISTORICAL SOCIETY – BUILDING EXPANSION:**

Angoli reported the lot appears to have enough room to allow for the building expansion. He just needs to verify this with the land survey.

(Approved)

**ZONING CODE AMENDMENTS:**

**A. City Zoning and Land Use Map Review - Update:**

No report.

**B. Zoning – Consider Language for Lot Line Markings:**

No report.

**C. Zoning – Consider Language for Setback Requirements for Properties Near Waterway:**

Angoli explained this language change is being considered because of the vacant lot that is currently for sale next to the City pond on Glenview Avenue. Since the City pond is manmade he wants to check with DNR Code on what the setback requirements would be.

**D. Zoning – Residential Districts – Consider Setback, Outbuildings, and Attached Garage Requirements:**

No report.

**BUILDING INSPECTION REPORT:**

Angoli reported on the following:

- The School has until December 1<sup>st</sup> to meet the punch list items.
- Ariens Company expansion. Electrical upgrades have been completed.
- Brillion Townhomes.

**COMMUNITY DEVELOPMENT REPORT:**

**A. Review of City Code as it Relates to Property in the Downtown District:**

Welch started the discussion by stating the City has property maintenance codes in place that we have not been holding property owners to. She suggested looking at the Downtown and maintenance codes to keep our downtown viable for promoting new development.

Welch pointed out Sec. 67-12 of the City Code states refuse shall not be stored in yard area for longer than ten (10) days, this should be shorted. Sonnabend suggested limiting to 24 hours and if the property owners have a large item sticker, than the item can only go out prior to pick up. Angoli explained the ordinance was drafted with ten (10) days to give property owners time after receiving written notice. Fhlug suggested developing a flyer to give to property owners on City Codes.

Discussion followed on the property maintenance code. It was stated the property maintenance code is City wide. Welch suggested that sections be more specific for the Downtown District with more restrictions. Fhlug suggested the Code be enforced more strictly. Welch stated the goal is not to punish, but inform property owners to help keep our City clean. Sonnabend stated in a small town we need to try to get the job done but not alienate anyone. Welch stated we need to find a balance that will work with everyone, but be consistent for all. Welch suggested the downtown code be more strictly enforced.

Mayor Deiter asked the Redevelopment Authority members present what they wanted to see with the Code. Wenzel stated it is good to have ordinances, but be nicer to property owners would be more helpful. It was suggested to place correction procedures in the Code, i.e. verbal warning; written warning; action.

(Approved)

Discussion followed. It was suggested that Angoli and Welch work on language changes. Fhlug asked what is the goal date to have this completed by. Gosz suggested because of legal review and ordinance adoption a goal of spring 2016.

Mike Buboltz suggested the Zero Interest Loan Program be promoted more to help business owners.

**B. Consider Ordinance for Vacant Buildings:**

Welch stated she sent an email to the City Attorney questioning if we can create a code that if a building main floor is vacant for an extended period of time with residents on the top floor can the City limit the time they can lease the top floor. Fhlug suggested requiring the vacant store fronts to have something in them so they look like it is occupied. Kim Buboltz suggested working with the high school art class for displays or historical society displays.

Gosz commented on the vacant former Trinity Lutheran School property. She suggested TIF #2 might be a funding mechanism that the City could use to help remove the blight. Mike Buboltz reported he did some research on this property and was informed that it would cost \$15,000 - \$30,000 to abate the school. Then to demo would cost approximately \$35,000.

Welch reported she and Gosz will be meeting with Randy Schmiedel on Monday, November 9<sup>th</sup> to discuss the Main Street Square property.

**OLD BUSINESS:**

**A. Cottage Estates First Addition – Update:**

No report.

**B. Tesch Street Walkway Bridge – Update:**

Mayor Deiter reported City Staff met with the DNR Water Management Specialist regarding the bridge. Gosz reported County maps indicate that the bridge is currently on land that has been dedicated for future roadway. This would require the City to obtain the necessary permits with the DNR to repair or replace the bridge. She explained because the watershed is experiencing flooding concerns and is currently under review for flood relief efforts, the DNR would require a professional study be completed to document that any material placed in the creek stream, rock riprap, or shoreline or bridge support structures will not cause an obstruction to flow or reduce stream capacity. Mayor Deiter reported he contacted the City Engineer on this and a flood study would be required as well as an option from the Corp of Engineers. These studies or reports would be costly to the City. Gosz stated the City did not budget for this, in fact, in order to meet the 2016 Levy Limit the City Council will need to cut money from Street Reserves. Sonnabend suggested if there is no funding for this then the bridge should come out.

Zander stated the original plan for that subdivision (Deerview Heights) was for a walkway to come off of LaVesta to Fairway.

Edinger stated the bridge in its current location is not safe. Pedestrians walk off of the bridge right onto Tesch Street. Gosz stated the DNR indicated if removal is the action taken by the City it is in everyone's best interest to remove the bridge as soon as possible. Rather than wait until the bridge collapses in the Creek causing an emergency.

(Approved)

**Motion** – Sonnabend moved to recommend to City Council to remove the Tesch Street Bridge due to safety and monetary concerns. Seconded by Mike Buboltz.

It was suggested to consider options for a walkway from LaVesta to Fairway Drive.

Motion carried.

**NEW BUSINESS:**

None.

**ADJOURNMENT:**

**Motion** – Sonnabend moved to adjourn the meeting. Seconded by Zander. Motion carried unanimously. The meeting was adjourned at 7:19 pm.

Lori M. Gosz  
City Administrator/Clerk-Treasurer